

HEALTH SERVICES ADMINISTRATION-INFORMATION RESOURCE MANAGEMENT
REFERRAL PROCESSING SYSTEM
POLICY AND PROCEDURES

DIVISION: Information Resource Management	NUMBER: 1
SUBJECT: End-Users without Referral Processing System (RPS) Access	
SECTION: RPS	PAGE: 1 OF 1
APPROVED BY: <i>Wesley Ford</i>	EFFECTIVE DATE: 10//06
TO BE PERFORMED BY: RPS Users with RPS Access	REVISION DATE: 4//07

PURPOSE:

This policy will inform and guide RPS users that create and manage, track and report on the activities of non-contracted Department of Health Services (DHS) sites, in the RPS.

POLICY :

1. Only referring sites with either a DHS Public Private Partnership (PPP) contract or who are a non-contracting site of a DHS PPP Partner agency will be eligible for RPS user accounts. All other non-PPP contracting sites will be unable to access the RPS system. Organizations or providers who have sub-contracts with a PPP Partner agency are likewise not eligible for RPS user accounts.

2. DHS sites wishing to input non-contracting sites into RPS for tracking purposes may put these sites and their referrals into the RPS system themselves

2.1 All DHS sites will be notified in writing by the OAC of eligible PPP RPS sites.

2.2 DHS RPS sites accepting referrals from sites without a DHS contract, must ensure mechanisms are in place for RPS users to effectively request and receive additional information.

2.3 DHS sites must determine who will accept responsibility within each role (i.e. referral center, clinical reviewer, medical records) for maintaining the integrity of data, when additional information is requested and provided.

3. Referring sites with a DHS contract that expires may no longer utilize their RPS user accounts after the contract expiration date.

3.1 No new referrals can be submitted into RPS by referring sites after the date at which their contract expires.

PROCEDURE:

1. DHS sites will accept referrals from ineligible non-contracted sites through non-RPS routes.
2. Upon receipt of the requested information, the requestor will enter the information into the system and follow the online RPS workflow process.
3. DHS will then track the referral using RPS.